

Request for Change Fund for Student Club

Before a Cash Change Fund is established, this form must be completed. Please see the Student Club Change Fund Procedures for guidance. If the request is accepted, a check for the approved amount will be made payable to the Change Fund Custodian.

Custodian Name: _____ Club Name: _____

Dollar Amount Requested: _____ Club Fund _____

Event: _____

Date of Event: _____

Purpose of Fund: _____

Change Funds will be stored in the University Police Department Storage Locker when not being used at the event. If the Change fund is not stored at UPD, please provide location for storage.

Physical Storage of Fund: Building: _____ Department: _____ Room: _____

Means of safekeeping (e.g. safe, vault, locked cash box): _____

Custodian will Pick-up Change Fund at the HSU Cashier's Office on _____ (must present ID)

I certify that this Change Fund will be administered in accordance with the Policies and procedures of HSU and with the educational mission of the University. By signing below, I certify that I have read and will comply with the Change Fund requirements, I understand that I will be responsible for the return of the change fund no later than 4 days of the conclusion of the event.

Name of Custodian (Print): _____

Signature of Custodian: _____ Date: _____

Phone Number: _____ HSU ID# _____

Approval:

Student Club Treasurer Name _____ Signature _____

Advisor Name: _____ Advisor Signature: _____

Cashier Manger: _____ Cashier Manager Signature: _____

Controller of Finance Signature: _____ Date: _____
